

## **Section 1.27**

## **Knox Box Use**

### **PURPOSE**

The purpose of a Knox Box is to provide the West Lafayette Fire Department with rapid, non-destructive access to certain occupancies. This guideline will establish a working order when accessing a Knox Box by fire department personnel. Knox Boxes are placed in and on commercial/residential/Government structures to be used by personnel in the West Lafayette Fire Department. WLFD is trusted by our citizens to make good judgment when accessing a Knox Box. This guideline will be the standard used to maintain that trust.

### **PROCEDURE:**

The first-arriving company or the IC on any fire scene/medical scene may, at his/her discretion, gain access to the Knox Box. Knox Box keys are currently in place on Engines 1, 2, 3, Squad 1, Units 20, 21, 23, RTV 1, Command 1.

All fire department personnel should have a working knowledge of Knox Box installations within the City of West Lafayette (i.e., locations, types, monitored or unmonitored, single key or dual key). A dual key Box is shared with Purdue University.

Upon arrival at an accident/inspection that has a Knox Box, the Box can be opened in order to:

1. Access master keys to eliminate or minimize the need to force entry in a primary/secondary search: provide medical care for occupants.
2. Access exterior door key(s) for fire suppression or alarm investigation.
3. Access the structure to do a walk-around or building familiarization. This should only be done with the permission of the Owner/Manager of the property/structure. This is a non-emergency related operation. This notification shall be done prior to opening the Box.
  - a) It is recommended and advised to have the building Owner/Manager present when you open the Box for a building familiarization to ensure that the proper keys are present for the building.
  - b) If changes to keys are required, contact the Fire Inspector to make sure a follow-up is completed.

Some Knox Boxes are connected to, or have the potential to be connected to, a burglar alarm system. Whenever the Scene Commander authorizes the Knox Box to be opened, Dispatch will be notified that WLFD has accessed a Knox Box. The IC/Scene Commander will be responsible for ensuring that all keys removed from a Knox Box for an alarm/investigation/inspection are returned to the Box before clearing the scene.

Incident Reports will reflect that a Knox Box has been accessed. The report will also reflect that all keys have been returned to the Knox Box prior to clearing the scene.

Per Knox Box company policy, the Box shall only be accessed for West Lafayette Fire and Police. EMS are not to be given a key to access a Knox Box unless the West Lafayette Fire Department is part of the operation.

All keys should be accounted for on the Monday Check-Sheet in the Notes section. If any key is missing, it will be immediately reported to the Fire Chief.

Approval: Update of 2015 SOG's to include Knox Box Use - Fire

APPROVED:

DATE: \_\_\_\_\_

CITY OF WEST LAFAYETTE  
BOARD OF PUBLIC WORKS AND SAFETY

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# WEST LAFAYETTE FIRE DEPARTMENT

300 NORTH ST • WEST LAFAYETTE, INDIANA 47906

MAIN PHONE: 765-775-5175

## West Lafayette Fire Department Residential Knox Box Application

Name \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Street Address \_\_\_\_\_ Apartment # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Reason for Request of Knox Box:

- ☐ Medical Issue
- ☐ Vacation, less than one month
- ☐ Vacation, more than one month

### Disclosure:

I understand that if I qualify for and receive a West Lafayette Fire Department-owned Knox Box, it shall remain the property of the West Lafayette Fire Department. The Knox Box shall be returned to the fire department when it is no longer used or is otherwise required. It is not transferrable to other properties. The rental deposit, which does not accumulate interest, will be refunded after return of Knox Box. I hereby grant permission to West Lafayette Fire Department and West Lafayette Police Department personnel to access and enter my residence for the purpose of rendering emergency services or to check on my well-being. Access is granted to Emergency Medical/Fire personnel and Law Enforcement personnel.

I agree to allow members of the West Lafayette Fire Department to install the Knox Box on the door/window of my residence and place a sticker indicating the presence of the Knox Box on my door/window. As consideration for the West Lafayette Fire Department providing Knox Box service and installation to me at the above listed address, I, as the owner(s) or occupant(s) of the property authorized to act on the owner's behalf, on behalf of myself, my heirs, administrators, successors and assigns, do hereby collectively release, hold harmless, and agree to indemnify the City of West Lafayette Fire Department and City of West Lafayette Police Department, its officials and employees from any claims, damages, or other liability of every kind, nature and description, including reasonable attorney's fees, in connection with my participation in the Residential Knox Box Program.

Property Owner/Occupant Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

### **For Fire Department Use Only:**

Date Knox Box Placed: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Location Knox Box Placed: \_\_\_\_\_

My Medical Information Sheet Completed YES NO

Smoke Detectors/CO Detector Operational YES NO

Fire Safety Checks Completed YES NO

Dispatch Notified of Knox Box Installation YES NO

Installed By: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

### **Knox Box Returned/ Rental Deposit Returned.**

Signature of Occupant/Owner: \_\_\_\_\_ Date: \_\_\_\_\_